

CITY OF HARRISBURG PARKS AND RECREATION DEPARTMENT
2004 PARK PERMIT APPLICATION
OTHER SITES AND PLAYGROUNDS

The extensive volume of requests for utilization of city-owned parks and recreational facilities necessitates a proper format for the scheduling of such use. Further, past experience involving damage, loss, and failure to reimburse or pay validly due fees and costs to the city by various users has necessitated the establishment of user rules and regulations for such facilities. Insurance, liability, legal, and safety concerns also require certain rules to be in place. Current requirements and stipulations governing the use of city-owned parks and recreational facilities are contained generally in this Park Permit Application. The city reserves the right to: set special conditions with regard to any planned use, require payment in advance or deny any Park Permit Application for failure to meet any of the stated conditions or because of past adverse experience involving either the type of planned use or the applicant.

Please complete this entire form, answering all questions completely and accurately. **Incomplete forms will be returned.** Attach additional sheets of paper if necessary. **This form, fully completed, must be submitted at least ten (10) working days prior to your event.** The City of Harrisburg reserves the right to reject a Permit Application if it believes the event or activity will unreasonably interfere with other existing or planned activities, including the normal conduct and use of City parks and recreational facilities.

By submitting this Park Permit Application, the applicant is certifying that no expense will be borne by the City of Harrisburg in connection with the event or activity described in this Application for which the City will not be fully reimbursed. Further, the applicant certifies that the City is not liable or responsible for any cost, effect, error, omission or loss of any kind associated with the event or activity listed herein, and that the City is fully indemnified and held harmless from any claims or judgments arising from such. All park permit activities must be fully insured by the applicant with the City named as an "Additional Insured." All facilities are rented in "as is" condition.

PLEASE PRINT CLEARLY

1.1 Name and Type of Event_____

1.2 Name and Type of Organization:_____

1.3 Mailing Address:_____

street city state zip

1.4a. Contact Name:_____ b.Phone (Day):_____ c.(Fax):_____

1.5 Contact Signature:_____ Date:_____

1.6 Mailing Address:_____

street city state zip

1.7a. Date(s) Requested:_____ b.E-mail: _____

1.8 Estimated Attendance (Participants + Spectators):_____ 1.8a Event Start Time:_____

(All applicants must comply with insurance requirements on page 4)

1.9 Requested Location Within Park:_____ (Refer to Reverse Side For Listing)

1.10 Are you currently a member of Harrisburg's Parks Partnership? Yes ☐ No, but send me information. ☐

Note: All members of Harrisburg's Parks Partnership receive a once per year, 50% reduction in park permit fees.

Site Fee: \$ 10.00

Park Permit Processing Fee: + \$ 20.00

TOTAL ENCLOSED: = \$ _____

Please submit a Check or Money Order payable to "City Treasurer". Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the Park Permit. Please mail fees, Park Permit Application, Park Permit Event Questionnaire Information, waiver, and needed Proof of Insurance to:

THE CITY OF HARRISBURG, DEPARTMENT OF PARKS AND RECREATION, 10 NORTH SECOND STREET, SUITE 401
HARRISBURG, PENNSYLVANIA 17101-1686
Telephone (717) 255-3020

PARK PERMIT EVENT QUESTIONNAIRE

Please describe your proposed event in detail. Provide a schedule of events, times, locations, route maps, special requirements, etc., using the following questions as a guide. Attach additional sheets if necessary.

- 2.1 Will the event require water or electricity?** If yes, list the exact locations and amount required _____
Limited water and electricity is available. Call City's Special Events Director for availability. Fee is \$50.00 per electric line & \$30.00/hour if an electrician must attend your event. Call 238-8725 for water availability and fees. Permittee must supply all hoses and extension cords.
- 2.2 Will you or another vendor be selling soda or beverages?** _____
If yes, the Coca-Cola Bottling Company has the exclusive soda rights to all Park facilities available for rent with this application. These products include, but are not limited to: soda, juices, sport drinks, tea, and water. To obtain product to sell contact Mike Metzger at Coca-Cola 717-760-8875.
- 2.3 Will the event require extra trash barrels and a special trash removal schedule?** _____
If yes, list the exact number, location, and frequency required.
- 2.4 How many vehicles will be parked at the event?** List where you plan to park the vehicles, _____
including vehicles belonging to event organizers, sponsors, officials, media, etc. All vehicles must be accounted for by applicant and proof Personal Auto Liability Coverage for each registered driver must be attached to this permit. Absolutely no vehicles allowed North of Walnut Street Bridge without a Parking Permit. Violators will be ticketed or towed.
- 2.5 Will any temporary structures (tents, stages, etc.) be erected?** If yes, describe the structures _____
in detail, their exact locations, and how they will be erected and removed. All tents must be free-standing, otherwise a utility locate may be required. Cost for this service is \$75.00. Contact the City's Special Events at 255-3020 for details.
- 2.6 Will the event require street closings and/or traffic control devices such as barricades, cones or tape?** _____
If yes, list all requested street closings and their proposed closing and re-opening times. Contact Officer Rivera at 255-3010 or street closure information. List types of traffic control devices, quantity you will use, locations, placement, and removal details. Permit Holder must supply these items.
- 2.7 Will any signs or banners be erected?** If yes, describe their type, material, and placement _____
techniques, detailing and listing their exact locations; designate their placement and removal times.
- 2.8 Will the event have vendors, peddlers or concession sales?** _____
If yes, please provide a list of vendors, items to be sold, placement locations, and any special requirements they may have. Also attach a copy of their City of Harrisburg Mercantile License and/or Health License. Call 255-6513 for licensing information.
- 2.9 Will the event offer any entertainment?** If yes, describe the entertainment and give the _____
exact arrival, performance, and departure times, performance locations, and any special requirements such as electricity, staging and access.
- 2.10 Additional Restrooms?** Not all sites have restroom facilities. A majority of the time portajohns are used. _____
There is a fee associated with this request if no or an insufficient quantity of portajohns are regularly scheduled to be placed at the site.
- 2.11 Will the event require private stand-by Paramedic/Ambulance service?** _____
If yes, please contact the City's Special Events Director at 255-3020. There are extra charges associated with this service.
- 2.12 Will the event require the presence of Harrisburg Police or Park Rangers?** _____
If yes, please contact the Park Ranger Chief at 233-8275. Cost is \$20.00/hour per Ranger.

PARK PERMIT HOLDER RESPONSIBILITIES, RULES AND REGULATIONS

- ** The permittee is completely responsible for cleaning up after the event. If the Department of Parks and Recreation has to clean up, the Permittee will be billed for all personnel and equipment costs or \$150.00, whichever is greater.
- ** If it is determined by the City that Police, Park Rangers, Parks and Recreation staff, Electrical Engineers, or other City personnel resources must be present to ensure the safe operation of your event, the Permittee will be billed for all personnel and equipment costs. The city reserves the right to require such payment in advance.
- ** No special effort or expense will be undertaken to save an event due to adverse weather conditions. Decisions to cancel events will be at the sole discretion of the City due to past damage to areas by users during adverse weather. The person listed as the Park Permit Contact Name will be telephoned at least 30 minutes before the start of the Park Permit time if the permitted event is rained out. The city assumes no expense or obligation in any cancellation but will attempt to accommodate a rescheduling.
- ** Absolutely NO VEHICLES OF ANY TYPE ALLOWED ON NON-PAVED SURFACES, ESPECIALLY THE PLAYING FIELD AREAS. NO PARKING ON THE GRASS. FINES WILL BE ISSUED.
- ** Proper Entrances and Exits must be used.
- ** Any and all rain date fees are non-refundable.

INSURANCE REQUIREMENTS

- Events with estimated attendance of 50 or below:**
1. Applicants must agree with and sign attached Waiver of Liability (page 3)
 2. Applicants must provide proof of Personal Auto Liability Coverage for themselves and all others who plan on driving and parking on-site.
- Events with estimated attendance of 51 or over:**
1. Applicants must provide Event Liability coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate **or** Standard Liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate.
 2. Applicants must provide Auto Liability of \$1,000,000 Combined Single Limit for Corporations and \$300,000 Combined Single Limit for individuals.

REFUND POLICY

If you cancel your permit at least 45 days prior to the date of your event, you will receive a full refund. If you cancel your permit less than 45 days but prior to 21 days before your event, you will receive 1/2 refund. If you cancel your permit less than 21 days before your event, you will receive no refund. If the City cancels your event, we will either provide you with an alternate date or a refund of your park permit fees only. The City bears no obligation to provide you with reimbursement for any out-of-pocket expenses that the permit holder may have incurred related to organizing or promoting your event. Any and all rain date fees are non-refundable.

EMERGENCY CONTACTS

Park Rangers Office
Park Ranger in an Emergency
Department of Parks and Recreation

233-8275
255-3131
255-3020

THE CITY OF HARRISBURG

DEPARTMENT OF PARKS AND RECREATION

RELEASE AND WAIVER OF ALL CLAIMS AGREEMENT REGARDING RISK OF INJURY AND RELEASE AND WAIVER OF ALL CLAIMS

Initial Each Paragraph:

_____ I hereby apply to the City of Harrisburg to rent and use the facility, or facilities during the dates and times as mention in the attached application, for a private and/or public function.

_____ I understand that by renting this or these facilities I will expose myself and my guests to normal risks of injury or harm associated with nature, sporting events and activities, picnics and social gatherings, musical events, and/or passive recreational activities.

_____ I agree that I am responsible for my own safety.

_____ I agree that I am responsible for my guests safety to the point of producing a safe event or activity during the length of this contract.

_____ I hereby assume all risk and responsibility of damage to the property of the City of Harrisburg as it relates to my event and my use and/or misuse; and hold the City of Harrisburg, it's agents and representatives harmless for any and all suits relating to the use of City owned facilities.

_____ I understand that under PA Law I am responsible for placing a PA One Call if my event so requires. I will be responsible for the following four steps taking place before any digging is attempted by members of my event. 1) Obtain approval for all digging from the City Island Superintendent at 717-233-7211. 2) Place the PA-One Call (800-242-1776), obtain a serial number and provide the serial number to City Island Superintendent.. 3) Ensure there are no penetrations within 18" of any utility marking. 4) Ensure all participants (including vendors) area aware of these terms and that failure to comply will result in automatic cancellation of the park permit.

_____ I hereby fully and forever release, discharge, and agree not to sue The City of Harrisburg, any of their officials, elected or appointed, employees, past or present, and contractors, past or present, sponsors or their officers, directors, agents, employees representatives, and successors for any and all claims, causes of action or liability for any injury, loss or damage sustained or incurred by me or my guests arising out of or in any way associated with our attendance at or participation in my event through this contracted rental.

_____ I hereby fully and forever release, discharge, and agree not to sue The City of Harrisburg, any of their officials, elected or appointed, employees, past or present, and contractors, past or present, sponsors or their officers, directors, agents, employees representatives, and successors for any loss, damage or expense brought on by me, anyone acting on my behalf, or anyone else because of conduct attributed to me.

_____ I agree that this Release and Waiver shall be construed and interpreted according to the law of the State of Pennsylvania. I understand and agree that this Release and Waiver shall be binding upon my heirs, assigns and any personal entity acting upon my behalf.

_____ I have read the above items of the Release and Waiver, understand them, agree to abide by them, and hereby acknowledge that I understand this Release and Waiver.

I am at least 18 years old and may legally sign this document:

Signed X: _____ Date: _____